

Central Connecticut Literature Committee

Policy

This committee is a standing committee of the Central Connecticut Area of Narcotics Anonymous

I. Purpose and Services -

The purpose and service of the CCALC are as follows:

- A. To maintain an adequate supply of Narcotics Anonymous literature to meet the needs of the local fellowship.
- B. To stock and maintain available Review and Approval form literature.
- C. To serve as a communication link in all matters of literature between Literature Committees on all levels, Area, Region and World Service.
- D. To provide the forum and atmosphere where members may contribute to the development and creation of NA literature.

II. Officers-

General membership in the CCALC shall be open to all who share the purpose of the Committee. Trusted Servants of the Committee shall be a Chairperson, a Vice-Chairperson and a Secretary.

The Officers shall perform the duties prescribed by these guidelines, the Guide to Local Services, the current Literature Handbook and the Parliamentary Authority adopted by the Committee.

A. Chairperson -

- (i) - The Chairperson is responsible for communicating with other Trusted Servants and members of the CCALC to ensure continuity of effort.
- (ii) - The Chairperson shall schedule, and set up regular meetings, including dates, times, location and directing the focus of the meetings.
- (iii) - The Chairperson is responsible for making regular monthly reports to the appropriate Service Committees, both Central Connecticut Area of Narcotics Anonymous (CCANA) and Connecticut Regional Literature Committee (CTRLC).
- (iv) - The Chairperson must be in attendance at CCANA meetings.
- (v) - The Chairperson must be in attendance at CTRLC.
- (vi) - The Chairperson shall maintain active files of Works in progress.

B. Vice-Chairperson

- (i) - The Vice-Chairperson assists the Chairperson in all duties relating to Literature work.
- (ii) – The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence or in the event that the Chairperson is unable to fulfill his/her obligation.
- (iii) - The Vice-Chairperson shall maintain close contact with the Chairperson and assist with administration of Literature Committee functions.
- (iv) - The Vice-Chairperson shall attend all meetings of the CCALC.

C. Secretary

- (i) - The Secretary shall record all minutes of the Committee meetings and distribute these minutes to the Committee members.
- (ii) - The Secretary shall maintain active files of all Works in Progress as a duplicate for those held by the Chairperson.
- (iii) - The Secretary shall hold/maintain archival materials of the Committee.

III. Meeting Schedule

- A. The Committee shall meet monthly.
- B. Any revision to the meeting schedule must be approved by the full Committee.
- C. Administrative meetings may be called by the Chairperson.

IV. Meeting Format

A. Reading of the Literature Prayer

"God grant us knowledge that we may write according to Your precepts. Instill in us a sense of purpose. Make us servants of Your will and grants us a bond of selflessness that this may truly be Your work, not ours - in order that no addict anywhere need die from the horrors of addiction."

B. Reading of the 12 Traditions of NA and the 12 Concepts of NA Service.

C. Roll Call

D. Reading and approval of last month's Minutes (additions & corrections added).

E. Regular Literature Committee reports. (Regional)

F. Ad Hoc Committee reports. (If Any)

G. Elections.

H. Old Business - address any business or motions left over from previous meetings.

I. New Business

J. Announcements - to include time, date and location of next meeting.

K. Adjournment. Close with the Serenity Prayer.

V. CCALC adopts "Robert's Rules of Order for Parliamentary Procedure (see appendix A)

VI. Voting - A Voting member of the regular CCALC shall consist of:

- A. Vice-Chairperson, Secretary, the administrative committee members.
- B. Any member who has expressed an interest in CCALC by attendance at two previous Committee meetings .
- C. Voting privileges may be retained in the event of absence by notifying a member of the Administrative committee.
- D. The Chairperson may only vote in the case of a tie.
- E. Any member may make a motion or participate in a discussion, but seconds must be made by a voting member.
- F. Motions may be amended or withdrawn at any time by the maker prior to voting. A motion amended in this manner must be re-seconded.
- G. A two-thirds majority is required to pass all matters and three quarter majority is required to change Policy and Guidelines.

VII. Elections

- A. Suggested Clean Times for Administrative Officers
 - (i). Chairperson - 2 years
 - (ii). Vice-Chairperson -1 Year
 - (iii). Secretary - 1 Year
- B. The elections of Chairperson and Vice-Chairperson shall be staggered so as to promote continuity with the service of this Committee.

VIII. Responsibilities and Accountability

- A. Any member of the Committee may nominate a qualified individual for a CCALC position.
- B. A simple majority is required to elect these trusted servants.
- C. A trusted servant may be removed from their position for non-compliance. A two-thirds majority of voting members present is required for removal. Non-compliance includes but is not limited to:
 - (i). Loss of clean time relapse (automatic resignation)
 - (ii). Non-fulfillment of the Area duties
 - (iii). Non-attendance at regular CCALC meeting without prior notification to the CCALC administrative committee.
 - (iv). Non-attendance at regular CCALC meetings for three consecutive months (automatic resignation).
- D. There is a six month interim for a trusted servant who resigns or is removed from their position of service to the CCALC. This may be waived by a two-thirds majority of the voting members present.
- E. Trusted servants shall be elected to serve a one-year term or until their successors are elected. Their term of service shall begin at the close of the CCALC meeting in which they are elected.
- G. No member shall hold more than one CCALC position at a time and no member shall be eligible to serve more than two consecutive terms in the same trusted servant position.
- H. CCALC trusted servant positions shall be elected yearly by the committee except for the Chairperson. The Chairperson shall be elected by the CCANA table.
- I. In the event of mid-year removal or resignation, an interim trusted servant shall be appointed by the Committee at the time of removal or resignation, with elections to fill the interim position at the following CCALC meeting.

IX. Ad Hoc Committees

- A. The CCALC may establish Ad Hoc committees from time to time to carry on the work of the committee. These Ad Hoc committees shall follow the CCALC guidelines.
- B. These Ad Hoc committees may be appointed by the Chairperson or they may be formed by a motion upon approval by the voting members.

X. Spiritual Guidance

- A. The Committee shall not make any motion nor take any action that conflicts with the spiritual principles of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

XI. Funds

- A. A yearly budget shall be submitted by the CCALC for review and revision at the CCANA table in January of each year.
- B. Revisions of yearly budgets shall be done by voting CCALC members.
- C. All motions for revision of the yearly budget require a two-thirds majority of the voting members present.
- D. If a revision is voted, the Chairperson shall present the revised budget at the next CCANA table for approval.

XII. Amendments to Policy and Guidelines

- A. Any voting member may propose an amendment to these guidelines at a regular meeting of the CCALC. The proposal must be seconded. A two-thirds majority of voting members present is necessary to amend.
- B. The amendment shall go into effect upon its approval by the CCALC unless the motion to adopt specifies a time.
- C. All amendments to policy may not be changed for a period of 60 days.